

CONTRACTING OFFICER'S TECHNICAL REPRESENTATIVE OR GOVERNMENT REPRESENTATIVE EVALUATION SUMMARY

Name: _____ Title: _____ Grade: _____ Date: _____

CONSTRUCTION		EXPERIENCE				FORMAL TRAINING	PROFICIENCY LEVEL
Item	Activity	Units	Assisted	Responsible	Total Points		
			Point Factor(1)	Point Factor (2)			
Emergency Watershed Protection	a. Clearing & Snagging	Job					
	b. Sediment Removal	Job					
	c. Levee Repair	Job					
Surveys for Design and Construction	a. Layout Staking	Job					
	b. Quantity Survey	Job					
	c. Design & Geologic Surveys	Job					
Earthfill Placement	a. Compaction – Class A	Str.				<input type="checkbox"/> Const Inspec.* <input type="checkbox"/> SM-1** <input type="checkbox"/> Other (list on Sheet 3)	
	b. Compaction – Class C	Str.					
Excavation	a. Common	Str.					
	b. Rock	Str.					
	c. Wetland Topography	Str.					
Principal Spillway Conduit	a. Smooth Steel - Placement	Str.					
	b. Concrete Pressure Pipe	Str.					
	c. Water Control Structures	Str.					
Aggregates – Drain Fill or Riprap	a. Quality	Str.					
	b. Gradation	Str.					
Concrete	a. Design Mix	Str.				<input type="checkbox"/> Const Inspec.* <input type="checkbox"/> Concrete** <input type="checkbox"/> Other (list)	
	b. Forming & Steel Placement	Str.					
	c. Concrete Placement	Str.					
Contract Administration	a. Construction Schedule	Job	XXXXXX			<input type="checkbox"/> Intro to NRCS <input type="checkbox"/> Contr. Admin.* <input type="checkbox"/> Other (list) <input type="checkbox"/> Managing for Excellence* <input type="checkbox"/> Supervising for Excellence**	
	b. Safety Program	Job	XXXXXX				
	c. Job Diaries	Job	XXXXXX				
	d. Interp Specs. & Drawings	Job	XXXXXX				
	e. Modifications	Job	XXXXXX				
	f. Working with Contractors	Job	XXXXXX				
Vegetation	a. Grass Seeding & Mulching	Job					
	b. Woody Plantings	Job					

* Must have course(s) indicated to receive proficiency level 4.

** Must have course(s) indicated to receive proficiency level 5.

Prepared by: _____
 State Construction Engineer Date

Approved by: _____
 State Conservation Engineer Date

Name: _____ Title: _____ Grade: _____ Date: _____

TOTAL EXPERIENCE POINTS AND FORMAL TRAINING
HOURS TO ACHIEVE PROFICIENCY LEVELS

PROFICIENCY LEVELS:	EXPERIENCE Total Points	FORMAL TRAINING HOURS
1 = Aware	0	10
2 = Understand	2	20
3 = Performs with Supervision	5	40
4 = Apply Independently	10	90
5 = Proficient	15	120

FORMAL NRCS TRAINING

Soil Mechanics – I	22 Hours
Soil Mechanics – Module 4	6 Hours
Soil Mechanics – Module 5	42 Hours
Soil Compaction & Field Control	32 Hours
Construction Inspection – 2 week course	65 Hours
Construction Inspection – 1 week course	32 Hours
Construction Administration	40 Hours
Concrete	32 Hours
Managing for Excellence	24 Hours
Supervising for Excellence	24 Hours
Introduction to NRCS	4 Hours
COR Mentor	24 Hours
Contracting Orientation	16 Hours
Market Research	8 Hours

**INSTRUCTIONS FOR GOVERNMENT REPRESENTATIVE OR CONTRACTING
OFFICER'S TECHNICAL REPRESENTATIVE EVALUATION SUMMARY**

1. The assigned construction engineer will complete the government representative or contracting officer's technical representative evaluation summary.
2. Compute points under Assisted and Responsible columns by multiplying by one for assisted and by two for responsible experience.
 - a. Assure not more than five points are given for all items of work under the assisted column.
 - b. Some work items do not provide for any credit for assisted work. These are XXXXX out on the worksheet.
3. Proficiency levels will be assigned using the experience and training requirements on worksheet.
4. Other training listed shall be considered for all or any of the specific identified training. When credit is given, it will be so noted prior to submitting for approval.
5. The completed Government Representative or Contracting Officer's Technical Representative Evaluation Summary along with the worksheet will be sent to the State Conservation Engineer for approval.
6. Copy of approved evaluation will be sent to employee and supervisor.